

Housing Finance Authority of Leon County
August 22, 2019
Meeting Minutes

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Ms. Marnie George, Vice-Chair
Dr. Jeffrey Sharkey, Secretary
Andrew Gay, Treasurer
Mike Rogers,
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: None

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:00 P.M

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Vice-Chair George, Secretary Sharkey, Treasurer Gay, Mr. Rogers and Mr. Stucks. Ms. Milon notified staff more than 24 hours before the meeting that she would be absent and was excused.

Agenda Item #2: Approval of the August 22, 2019, Agenda

Action Taken: Chairman Lewis called for a motion for approval of August 22, 2019 Meeting Agenda. Mr. Stucks motioned to approve, and it was 2nd by Treasurer Gay. Motion passed unanimously.

Agenda Item #3: Approval of the June 13, 2019 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the June 13, 2019 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #4 Public Comment

There was no public comment.

Action Taken: No action taken

Agenda Items #5A-5C Financial Reports, Budget & Expenditure Approvals

Treasurer Gay presented the Financial Reports, including the July 31 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

Action Taken: 5A & 5B Mr. Stucks motioned to accept the July 31, 2019 Financial Statement and Income and Expense Report, and it was 2nd by Vice-Chair George. Motion passed unanimously.

Action Taken: 5C Mr. Stucks motioned to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Vice-Chair George. Motion passed unanimously.

Agenda Item #6A: Administrator Contract Extension

Mr. Mustian explained that the current three-year contract with the Administrator expired September 30, 2019, but permitted two separate one-year extension at the option of the HFA Board. A discussion of the extension and payment level followed.

Action Taken: 6A Upon guidance from Mr. Mustian, Mr. Stucks motioned to approve a one-year extension of the Administrator contract with The Hendrickson Company and authorize a one-time payment adjustment of \$2,500, and it was 2nd by Treasurer Gay. Motion passed unanimously.

Agenda Item #6B: Audit Engagement Letter

Mr. Mustian updated the Board on the Auditor selection process from 2018, which permits an extension of the engagement at the same fee level for the audit of Fiscal Year 2018-2019.

Action Taken: 6A Mr. Stucks motioned that the Board authorize Chairman Lewis to execute the engagement letter with The Nichols Group to perform the FY 18-19 HFA Audit, and it was 2nd by Treasurer Gay. Motion passed unanimously.

Agenda Item #7A: County Report on Emergency Repair Program

Mr. Hendrickson informed the Board that County staff were not at the HFA meeting because this was the annual day of service for County employees. He stated that another \$15,000 had been advanced to the County, but that virtually all of the funds were already committed.

Action Taken: No action taken

Agenda Item #7B: County Update

The Board discussed the County programs and activities, the HFA's Annual Report, the HFA's presentation at the Florida ALHFA Conference, and the land sales.

Action Taken **The Board directed the Administrator to (1) obtain a status report on the property donated to Habitat to Humanity, and (2) obtain list of any units donated or being considered for donation to the Community Land Trust.**

Agenda Item #8A: Magnolia Terrace

Mr. Hendrickson updated the Board on the Magnolia Terrace financing.

Action Taken: No action taken.

Agenda Item #8A: Emergency Repair Program

Discussion on program occurred during item 7A.

Action Taken: No action taken.

Agenda Item #8C: Real Estate

The Board continued the discussion of the properties for sale.

Action Taken: **The Board directed the Administrator to research who is buying the properties that have been sold.**

Agenda Item #8D: FHFC Proposed LDA Status for Leon County

Mr. Hendrickson reported that FHFC had withdrawn their proposal that all of Leon County be declared a "Limited Development Area" (LDA), meaning that FHFC believed the market for affordable rental housing was saturated and that in general, applicants could not apply for Housing Credits or SAIL for deals in Leon County (with some exceptions). He stated letters had been sent to FHFC from the HFA, the County, and the City of Tallahassee.

Action Taken: No action taken.

Agenda Item #8E Legal Update

Mr. Mustian discussed the process of his firm's work when they received notice of a foreclosure on a first mortgage where the HFA had a 2nd (or lower) DPA mortgage on the property. He said that his firm would not incur fees unless the prospects for payment of the HFA's mortgage were reasonable, and in no case would they incur fees over \$2,500 per loan without bringing the issue to the HFA Board.

Action Taken: No action taken.

Agenda Item #8F: Orange Avenue Redevelopment Project

Chairman Lewis and Mr. Hendrickson reported on a meeting with the Tallahassee Housing Authority and their consultant, which they believed would lead to a bond application for financing a phase of the development through the HFA of Leon County. Mr. Hendrickson stated that he also expected THA to apply for the local contribution needed to apply for SAIL in conjunction with the bond issue.

Action Taken: No action taken

Agenda Item #8G: Lakes at San Marcos Quarterly Occupancy Report

Mr. Hendrickson presented the quarterly occupancy report which showed occupancy at a very high 96%.

Action Taken: No action taken

Agenda Item #8H: To-Do List

Mr. Hendrickson reported that the to-do list was in the Board Packet.

Action Taken: No action taken

Agenda Item #8I: State Legislative Update

Mr. Hendrickson updated the Board on the upcoming 2020 Legislative Session. A discussion of key legislators followed.

Action Taken: No action taken.

Agenda Item # 9: Adjournment

On a motion by Mr. Stucks, 2nd by Vice-Chair George, the Board voted unanimously to adjourn the meeting at 1:12 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: AUGUST 22, 2019

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
1079	The Hendrickson Company	Administrator	6-15-19 to 7-14-19	\$ 3,583.33
1084	The Hendrickson Company	Administrator	7-15-19 to 8-14-19	\$ 3,583.33
	The Hendrickson Company	Administrator	8/14/2019	\$ 7,166.66
1080	Nabors Giblin & Nickerson	Legal	6-3-19 to 6-30-19	\$ 458.30
1085	Nabors Giblin & Nickerson	Legal	2-13-19 to 8-13-19	\$ 1,263.10
	Nabors Giblin & Nickerson	Legal	8/14/2019	\$ 1,721.40
1081	FLALHFA Travel Reimbursement: George	Travel	7-10-19 to 7-13-19	\$ 268.80
1083	One Ocean Hotel (FLALHFA)	Travel	7-10-19 to 7-13-19	\$ 2,325.00
	Travel	Travel	8/14/2019	
1082	Leon County	Emergency Repairs	Advance of Additional Funds Authorized by Budget Amendment	\$15,000.00
	Leon County	Emergency Repairs	8/14/2019	\$15,000.00
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	6/12/2019	\$ 157.69
	Office Depot	Copying	8/17/2019	\$ 36.92
	Office Depot	Supplies- dividers		

Checks 1079-1083 issued 7-22-19 due to timing of required payments, and authorization by Chairman and Treasurer
 Check 1083 written to FLALHFA due to hotel incorrectly billing hotel for George, Lewis, Stucks & Rogers to FLALHFA debit card